



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, V CORPS  
UNIT 29355  
APO AE 09014



Policy Memorandum # 3

AETV-CG

NOV 26 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Process

1. While I am confident that commanders are working diligently to improve the equal opportunity (EO) climate, I realize that incidents of discrimination or harassment will occur. The intent of this policy is to ensure soldiers are fully aware of EO complaint resolution procedures and that all members of this Corps serve in an environment where they may address issues of concern that may hinder cohesiveness due to the perception of possible unfairness or equality situations.
2. Individuals should first use their chain of command for redress of grievances. However, other agencies are available for further assistance, guidance, and redress. These agencies include EO Advisors, the Chaplain, Inspector General, Staff Judge Advocate, Provost Marshal, Criminal Investigation Division, medical agencies, or the Chief, Housing Division.
3. Complainants may file either an informal or formal complaint. Regardless of what type of complaint is filed, the agency that receives the complaint will tell the complainant what role the agency has, how the complaint will be processed, and will assist the commander in resolving the complaint at the lowest level possible. Commanders will notify their respective General Courts-Martial Convening Authority, within 72 hours of receipt, of all formal complaints. Investigating officers will meet with the EO Advisor and Staff Judge Advocate before the investigation and prior to submitting his or her findings and recommendation to the Commander.
4. The chain of command will ensure that complainants and witnesses are protected from reprisal and retaliation. The Inspector General will investigate all threats or acts of reprisal. Contact the V Corps EO Office for further information or assistance regarding the EO complaint process. The EO Office is located in Room 316, Building 5, Campbell Barracks. The telephone numbers are DSN 370-5115/5763.

AETV-CG

SUBJECT: Equal Opportunity Complaint Process

5. Victory Corps!

A handwritten signature in black ink, appearing to read 'William S. Wallace', with a long horizontal flourish extending to the right.

WILLIAM S. WALLACE

Lieutenant General, USA

Commanding

DISTRIBUTION:

A